



The National Arena Swimming League - London

NOTES FOR HOST CLUBS

These notes are intended to be helpful reminders to ensure the smooth running of the gala, and should be read in conjunction with the rules and conditions of The National Arena Swimming League - London.

The league secretary is responsible for:

1. The booking of all pools.
2. Arranging for the delivery of the host pack to the host club. (Spectator programmes will be available online).
3. Invitations to all referees and starters - the referees and starters will be advised of their appointments. Sign-in sheets for the team officials will be provided by the referee.
4. Informing clubs of the venue for each gala and providing the results of the rounds and league table positions.
5. Sending the gala paperwork and providing the electronic recording package to the host clubs.

The host club is responsible for:

1. Providing a small team of helpers to help with general administration at the gala. A "hosting co-ordinator" should be appointed to co-ordinate this team. This team should include:
 - a) One announcer
 - b) Two recorders
 - c) Two people at the door to collect spectator entrance fees
 - d) One person to organise and distribute poolside drinks for officials. Officials and team staff should bring their own water bottle, and the host club should organise the topping up of these bottles from drinking water supplies at the venue.
 - e) Ideally a welfare officer
 - f) Possibly two people to act as runners for the officials, if necessary. (Possibly non-swimming children)
2. Before the gala:
 - a) Chief timekeeper slips are provided in the gala paperwork pack.
 - b) Disposable cups could be purchased for the poolside drinks but see 1d) above. Water is perfectly adequate as a poolside drink. The gala is short, so there is no need to provide other refreshments. A tray and a jug, or an empty, plastic, squash container, are useful for dispensing the drinks.
 - c) A money float is required for the spectator entrance fees. A card reader can be used if preferred.
 - d) Spare starting equipment should be available in case it is required.
 - e) The teams do not have to advise you of the officials they are providing. The officials just sign in with the referee at the gala and the referee allocates their role.
 - f) The hosting co-ordinator should contact the pool manager a week before the gala to confirm availability of facilities, and the gala timing arrangements etc.
 - i) Lane ropes, false start rope and Arena backstroke flags
 - ii) Electronic timing equipment – checking that the starting kit will be charged
 - iii) Starting blocks
 - iv) Poolside accommodation for swimmers
 - v) Placing of tables/chairs for entrance, recorders, announcer and starter
 - vi) PA system – charged for use at the gala
 - vii) First aid facilities, drinking water availability, and location of fire exits, with assembly point
 - viii) Confirm the starting time and finishing time of gala - 2¼ hours for the events
 - ix) Confirm the warm-up time
 - x) Check where the copy of the Written Operating Procedures can be seen
3. On the night:

The host club's team of helpers, including the co-ordinator and the league contact for the club, must arrive well in advance of the start of warm-up time - at least 30mins before warm-up.

 - a) The hosting co-ordinator should ensure that the league paperwork, float, spare starting signal, laptops for recording and printer (available from the league secretary prior to the gala if the club cannot provide one) for the provision of start sheets, any refreshment equipment etc. are brought to the gala venue.
 - b) Please provide a guillotine or scissors, so that the slips provided in the host pack can be cut appropriately, as necessary – disqualification sheets, disqualification announcement slips, chief-timekeeper slips, change of swimmer forms.

- c) The team of helpers should arrive at least 30 minutes before the warm-up.
 - d) The hosting co-ordinator should liaise with pool manager as to when the spectators are to be admitted. It is suggested that the spectators are held outside the building until the start of warm-up so that the foyer etc is not overcrowded.
 - e) The laminated Wavepower notices must be displayed at the entrance to the changing rooms.
 - f) Spectators' admission is at a cost of £5.
 - g) There will be no raffle.
 - h) Poolside drinks could be offered to the officials during the gala. Drinking water should be available at the pool for use. See 1d and 2b above.
 - i) Any accident or incident that occurs at a league gala must be recorded in the host club's records. The secretary of The National Arena Swimming League, Sheila Mackenzie, should be advised immediately, and a copy of the record forwarded to her at the earliest opportunity, but within 7 days.
4. On the night - duties of the administration team.
- a) The announcer should:
 - i) Announce the Swim England Safety Laws before warm-up and before the start of the gala.
 - ii) Announce that no mobile phones are allowed to be used in the changing rooms. They should be kept in a swim bag or in a locker..
 - iii) Announce any relevant organisational notes from the programme. Point out that money, valuables and kit should not be left unattended in the changing rooms. Remind parents that they are responsible for their children's behaviour, except in the changing rooms and on the poolside.
 - iv) Announce the refreshment facilities available at the pool. Remind everyone that no hot drinks, crockery, bottles or glass are to be taken on to the poolside.
 - v) Arrange the signal with the referee, regarding when to announce each race etc.
 - vi) Announce each race. Announce the points after events, 8, 18, 28, 36 and at the end of the gala. Announce the disqualifications.
 - vii) At the beginning of 2nd and 3rd round galas, announce the league points to date, not the gala points of previous round/s.
 - viii) Always give the league its full title "The National Arena Swimming League - London"
 - b) The recorders:
 - i) Two recorders are required – one person should read the result to the person inputting to the laptop, and then the results shown on the laptop should be read back, to check that they are correctly inputted.
 - ii) Timekeeper start sheets must be produced for each lane, so that swimmers in each event can be checked.
 - iii) **Laptops with Excel should be used for recording**, using the supplied software- see (A) below. Each team must submit their team list by Friday evening, for uploading to the laptop. Changes of swimmers must be advised at the start of warm-up, using the change of swimmer form.
 - a) The gala point system can be found in the conditions – Condition 3
 - b) In the case of a dead heat, each swimmer shall receive the same number of points for the place they achieve. (i.e. if there is a tie for 1st place, they both receive 8 points).
 - iv) Results should be emailed to the team contacts straight after the gala. **Please note that these results should be the print lane 8 page only.**
The full results emailed, before midnight on the evening of the gala, to Sheila Mackenzie and Ian Mackenzie.
 - c) The hosting co-ordinator should act as liaison officer to co-ordinate safety and organisation.
5. After the gala:
- a) Results should be notified by email to sheila.macsirs@gmail.com and ianmacsirs99@gmail.com.
This should be done on the Saturday night.
The financial statement sheet in the host pack should be completed and sent by email, and a BACS payment made to "The National Swimming League - London", as soon as possible after the gala, but within three weeks.

(A) **Please ensure that the latest Gala Recording Sheet is used. This will be on the website, together with instructions for its use.**

<https://www.nationalswimmingleague.org.uk/gala-documentation/>

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